

JOB DESCRIPTION

Benchmark Job #052

Ministry: Forests
Branch: Field Operations - Protection
Location: Duncan

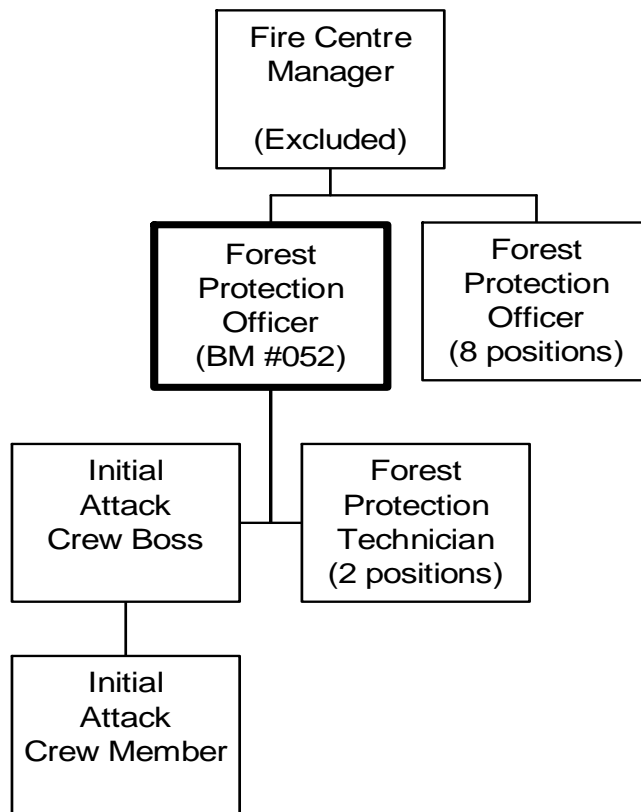
Working Title: **Forest Protection Officer**
Level: Range 27
Classification: Scientific/Technical Officer

PRIMARY FUNCTION

To develop, implement and coordinate the Forest Protection Program within a fire zone district to prevent, detect and suppress forest fires and to plan and direct control action when fighting fires.

JOB DUTIES AND TASKS

1. Develops and coordinates the fire zone district Protection Program
 - a. prepares a five year plan for the Protection Program and conducts an annual review to make any required changes
 - b. prepares and submits a budget for the District Protection Program
 - c. oversees program expenditures to ensure allotments are not exceeded
 - d. establishes annual program objectives and coordinates and monitors staff relative to the objectives
 - e. discusses contracts for the provision of goods and services and monitors compliance with contractual terms and conditions
 - f. establishes partnership arrangements and exchanges information with program managers, private sector organizations and industries that have an interest in forest fire prevention and suppression
 - g. resolves program conflicts and operational issues
 - h. conducts comprehensive reviews of the activities from the past fire season and devises ways to improve economic and operational efficiency
 - i. plans and participates in prescribed burning activities
2. Coordinates, plans and directs fire control activities within the district
 - a. plans and coordinates a pre-organization plan for all resources within the District to ensure it is able to respond to fire emergencies
 - b. requisitions, organizes and directs fire fighting crews and equipment
 - c. assesses, plans and conducts fire control action
 - d. organizes fire detection systems such as lookouts, air patrols and ground patrols
 - e. determines stocking levels of fire fighting equipment for the District Fire Zone
 - f. establishes the duty roster for staff
 - g. selects and recommends fire warden and fire protection officers
 - h. analyzes and approves industrial pre-organization plans for fire response
 - i. provides expert advice on fire protection to municipalities and fire protection districts
 - j. enforces violations of the Forest Act, Litter Act, Protection Act and relevant sections of the Forest Practices Code
3. Supervises four permanent technical staff and additional seasonal auxiliary staff of 25 FTEs
 - a. allocates work, monitors performance, writes appraisals and initiates disciplinary action
 - b. ensures safe working practices are followed, appropriate training is provided, and performance appraisals are conducted
4. Performs other related duties
 - a. develops and monitors the District Smoke Management Plan
 - b. develops and provides training programs for staff, industry and other emergency agencies
 - c. makes presentations on District Protection Program at public meetings
 - d. investigates causes of fires
 - e. drives to fire locations and meetings
 - f. adjusts field weather station equipment
 - g. flies over fires in light aircraft and helicopters
 - h. coordinates training exercises



REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of forest protection and fire fighting, to plan and direct fire control action within a forest district fire zone.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to modify forest protection plans and forest fire fighting methods to develop and implement changes to the Forest Protection program's five year plan, and to plan and direct fire control activities in the district.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic negotiation skills to gain agreement on contract terms with fire suppression contractors.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate and adjust weather station instruments and to drive a 4x4 vehicle.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by fire protection standards and policies, plan and organize the district forest protection program and take the necessary action to fight and suppress fires.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Major financial responsibility to administer district fire suppression budget, with spending authority of \$250,000 for any one fire.</p>	G	58
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major level of responsibility to manage physical assets by coordinating and directing the deployment of a variety of fire fighting equipment, determining type and quantity of equipment and ensuring maintenance of fire fighting apparatus.</p>	F	43

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise fire protection crews, appraise employee performance and take disciplinary action (up to 25 FTEs).</p>	DI	27
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS High level of care and attention to manage a fire response service in a forest district.</p>	F	50
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently respond to the multiple demands of organizing fire fighting crews, respond to multiple fires and allocate fire protection resources within critical response times.</p>	C	12
11	<p>PHYSICAL EFFORT Moderate physical effort to frequently stand and walk over rough terrain, and to occasionally lift and carry moderate weight fire equipment.</p>	C	12
12	<p>SURROUNDINGS Regular exposure to the smoke and heat generated from forest fires.</p>	D	9
13	<p>HAZARDS Significant exposure to hazards from regular low altitude flying in fire fighting conditions and when fighting forest fires.</p>	D	9

Total Points: 890

Level: Range 27